



Job Seeking Skills Workshops

Open to all Job Seeking Customers

Workshop	Date	Time	Location
RESUMÉ WRITING: Learn how to write and design a cutting-edge resumé and cover letter or “power-up” a current resume to get that interview! This workshop is designed for customers who are READY to write a resumé and start actively job searching.	Aug 6 Aug 14 Aug 16	1:00 PM–4:00 PM 9:00 AM–12:00 noon 9:00 AM–12:00 noon	Provo EC Lehi EC Spanish Fork EC
INTERVIEW SKILLS: Strategize ways to gain an EDGE in the interview process. Learn to be confident in an interview, research employers, market your skills, and answer questions to enhance interview effectiveness.	Aug 7 Aug 14 Aug 16	9:00 AM–12:00 noon 1:00 PM–4:00 PM 1:00 PM–4:00 PM	Provo EC Lehi EC Spanish Fork EC
JOB SEARCH WITH TECHNOLOGY: Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications, and sending / posting resumé—basic computer skills required.	Aug 8 Aug 21 Aug 23	9:00 AM–12:00 noon 9:00 AM–12:00 noon 9:00 AM–12:00 noon	Provo EC Lehi EC Spanish Fork EC
NETWORKING STRATEGIES: Spending too much time job searching without success? An estimated 80% of job offers come through networking efforts or tapping into one’s “circle of influence” to create contacts with employers. Learn how to design and implement a strategic networking plan and find employment OPPORTUNITIES in the “hidden” job market.	Aug 9 Aug 21 Aug 23	1:00 PM–4:00 PM 1:00 PM–4:00 PM 1:00 PM–4:00 PM	Provo EC Lehi EC Spanish Fork EC
LINKEDIN: Class 1: Intro to LinkedIn Class 2: Taking Advantage of LinkedIn Power	Aug 15 Aug 17	10:30 AM–12:00 noon 10:30 AM–12:00 noon	Provo EC Provo EC

To register for any of our **FREE** workshops, call Rebecca 801-342-2655 or email mtnlandworkshops@utah.gov

Employment Center (EC) Locations

- Provo EC
1550 N. 200 W. (Freedom Blvd.)
- Lehi EC
557 W. State Street
- Spanish EC
1185 N. Chappel Drive

For Heber and Park City workshops, call Darrin at 801-360-6889

For Nephi workshops, call Cris at 435-623-1927

Plan to arrive 10-15 minutes before the workshop begins. Workshops **START at the scheduled time. With respect to customers who arrive on time, **late-comers will be asked to re-schedule.****

Department of Workforce Services • jobs.utah.gov

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech and/or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.